

Job Description  
*Missouri State Highway Patrol*

Class Title: Fiscal & Budgetary Analyst I - BPD Accounting

Title Code: V00131

Effective Date: 10/04/95

Date Reviewed: 01/25/06 LH

Date Revised: 01/26/06

**Immediate Supervisor:** Chief of Fiscal & Budgetary Services

**Position Supervised:** None

**FLSA Classification:** Non-exempt

**Working Hours:** An employee in this position works an eight-hour shift as directed by the Chief of Fiscal & Budgetary Services; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is an entry-level position where the employee examines monthly expense reports, purchase orders, invoices, and supporting documentation for accuracy and compliance with state regulations. The employee ensures that proper fund, appropriation, and object codes are assigned. The employee uses the SAM II on-line financial system to enter documents and research tables for purchasing, payment, and budget information. Work is performed under close supervision within the framework of well-established rules and procedures.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Analyzes and examines all invoices and monthly expense reports for accuracy and compliance with state regulations, and assignment of proper fund, appropriation, and object codes.

Communicates with personnel in troops, divisions, State Accounting, and vendors in order to clarify and correct any discrepancies in the payment of invoices.

Enters purchase order information, receivers, and payment documents in SAM II; monitors balances of appropriations at end of fiscal year in order to achieve efficient fund expenditures.

Maintains moving expense records; assigns funding control numbers upon notification of approved move at state expense; codes moving-related expenses and records individual's moving file; audits and reconciles balances and prepares monthly report of moving expense for payroll withholding tax reporting purposes.

Responds and provides technical guidance and information to various troops, divisions, and outside agencies reference purchase orders, price agreements, payment documents, state regulations and procedures, etc.

Provides individual training on usage of SAM II on-line financial system in related areas.

Sets up new vendor accounts in the SAM II on-line financial system; responsible for updates to the accounts, i.e. address changes, etc.

Receives checks returned by post office or vendors; researches the return to determine address error and makes appropriate corrections to computer and hardcopy files; remails, redeposits, or reprints check as necessary.

Monitors expense and equipment expenditures and updates the division director on the status of pending purchase orders regularly; makes recommendations for increasing or decreasing expenditure obligations as needed.

Maintains master file of all pending and closed purchase orders.

Reviews and recommends revisions to general orders pertaining to the Budget and Procurement Division as requested.

Operates office equipment (e.g., typewriter, calculator, copier, personal computer, fax machine, telephone, printer, shredder, etc.).

Performs other related duties as assigned.

#### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Some knowledge of modern office practices, procedures, and equipment.

Some knowledge of business English, punctuation, and spelling.

Knowledge of bookkeeping principles and practices.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to learn Patrol policies and procedures governing expenditure of state funds, agency fiscal procedures, and fiscal records maintenance.

Ability to apply general bookkeeping principles in the recording of appropriations, encumbrances, and expenditures.

Ability to make computer entries in the SAM II on-line financial system.

Ability to make arithmetical calculations with speed and accuracy.

Ability to maintain complex clerical records and files.

Ability to verify documents produced and received, and takes proper steps to reconcile errors.

Ability to produce a volume of work and meet predetermined deadlines.

Ability to organize and prioritize work effectively.

Ability to establish and maintain harmonious working relations with other department employees and a variety of representatives from public and private agencies.

Ability to handle restricted and confidential information in a professional manner and maintain the

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information as such.

Ability to operate basic office equipment (e.g., typewriter, calculator, copier, personal computer, fax machine, telephone, printer, shredder, etc.).

Ability to alphabetize, transport, file and purge documents and records.

Skill in operating a calculator with a high degree of efficiency.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

### MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from a standard high school or possess a GED and three years of responsible office or clerical experience.